

Wisconsin Nurse Aide Testing Service

A Division of Health Pro Network, Inc.

Regional* Test Site Criteria

General Requirements:

1. The facility must be in compliance with all state and federal regulations.
2. Site located on bus line or mass transit route (if possible).
3. Free parking on site.
4. Employee assigned and available as contact person for that facility.
5. Signed contract (open ended) with ability to discontinue with 60 day written notice by either party.
6. Testing ideally on Saturdays; if not possible, what other days are available?
7. In compliance with ADA for all testing areas and entrances.
8. Need separate areas for: written/oral examination, skills testing, and a waiting area for candidates between exams. (All three areas will be in use concurrently and ideally are in close proximity.)
9. Rooms used for testing should be quiet, well lighted and well ventilated.
10. Restrooms should be nearby and available for candidates to use during the testing.
11. Doors unlocked or security available to open building and rooms.
12. Ability to post signs on walls directing candidates to designated testing areas.

Written/Oral Exam Room:

1. Classroom large enough for seating 25 to 40 candidates, 3 feet apart, all facing in the same direction. How many candidates will room hold with these criteria?
2. Desktops should be flat and large enough to hold both an answer sheet and examination booklet.
3. Electrical outlets for the oral test should be available convenient to the seating.
4. Is another room available for written test if necessary?

Skills Evaluation Area:

1. Holding room close by to seat candidates waiting to take skills exam.
2. At least 3 beds in skills area more than 3 feet apart.
3. Privacy curtains or screens.
4. Beds must be adjustable and have side rails and call lights. Beds and side rails must be in working order.
5. All required equipment (see Wisconsin Equipment / Supply List) must be available and accessible, including consumable items. Items needing laundering must be laundered before the next test date.
6. Sinks with running water and toilet (or commode) available in skills area.
7. Adequate linen and extra supply of towels and washcloths available.
8. Female mannequin (or female pelvis) available.
9. Separate storage for testing supplies.

Application Process:

If your site meets the above requirements, please apply for test site approval by submitting a proposal that includes the following information:

- Diagram of the areas to be rented for testing
- Information about the number of candidates each area meeting above criteria could hold for testing
- Number of beds
- Other pertinent information

*Criteria for in-facility testing differ in some areas, primarily due to the numbers testing. For specific information about in-facility criteria, please call.

Submit your proposal via mail, fax or e-mail to:

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